



TOWN OF HIGHLAND

Highland Municipal Building • 3333 Ridge Road

Highland, Indiana 46322

219-838-1080 • Fax 219-972-5097



Population 23,546

Incorporated in 1910

Wednesday, December 5, 2007

Prospective Business Licensees
Highland, Indiana 46322

**Re: Ordinance No. 1345: An Ordinance Regarding Licensing
and Registration of Business Activity.**

Dear Prospective Business Licensee:

On May 14, 2007, the Highland Town Council adopted Ordinance No. 1345, amending the Highland Municipal Code, and modifying the business licensing regulations of the Town. Pursuant to its new provisions, which task the Office of the Clerk-Treasurer with its administration, I am writing to provide you notice of some of its terms and to assist in its implementation.

Effective January 1, 2008 persons doing business within the Town, will be required to register and obtain a license. Section §110.01 of the Highland Municipal Code now reads: *"Registration and a business license are required for all persons doing business within the town including schools, churches and other not-for-profit organizations, those who have home occupations and those who lease or rent real estate."*

The Town Council adopted this ordinance believing that business registration and licensing support the maintenance and collection of information on businesses that may identify contact persons in the event of emergency, potential on-site hazards, and security concerns, all to assist the public safety function of the Town. Further, the Town Council believes that business registration will assist and support the enforcement of the property maintenance code. Still further, as a condition of receiving its annual recycling grant, the Lake County Solid Waste Management District requires cities and towns to promote or encourage business recycling. It is believed by the Town Council that the business licensing and registration as adopted helps Highland comply with the terms of

TOWN COUNCIL

BERNIE ZEMEN
1st Ward

MARK A. HERAK
2nd Ward

ROBERT HELMER
3rd Ward

JOSEPH A. WSZOLEK
4th Ward

DANIEL E. DERNULC
5th Ward

JOHN M. BACH
Public Works Director

RHETT TAUBER
Attorney

CLERK - TREASURER

MICHAEL W. GRIFFIN

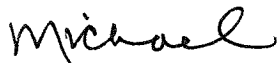
the grant. Finally, the Town Council hopes that the business licensing will help to identify market gaps for recruiting new businesses to the town.

Enclosed, please find a business licensing application. It is hoped that you will complete the application and submit it along with the appropriate fee to the office of the Clerk Treasurer. If paying by check, please make the check payable to the Town of Highland. Also, please find a copy of the ordinance, supplied for your further information.

As part of this process, you may be pleased to know that the Town Council repealed alarm permits and related fees.

I fully realize that this new ordinance presents some changes to the former regulation regarding business licenses – including its administration by the Office of the Clerk-Treasurer. So, I am asking your forbearance as we try to carry out its terms. If you have any questions, please feel free to call at 838-1080.

Sincerely,

A handwritten signature in cursive script that reads "Michael".

Michael W. Griffin, IAMC/CMC/CPFA
Clerk-Treasurer

Enclosures: (1) Business registration application
(1) Business registration ordinance

**TOWN OF HIGHLAND
BUSINESS LICENSE APPLICATION**

3333 Ridge Road, Highland, Indiana 46322
219-838-1080

Name of Applicant _____

Official Name of Business _____

Address _____

Phone _____ Email _____

Owner(s)/Operator(s) _____

Home Address & Phone # _____

Hours of operation: _____

☐ Please check if this is a home occupation (Please supply us with a written description of what the home occupation consists of).

☐ Check if you have an Alarm System.

Principle contacts to be called in case of an emergency or business irregularity after closing hours. List them in the order of preference in which you wish them to be contacted. Also indicate if key holder. A key holder must be listed.

Name	Address	Phone #	Key holder Y/N	Over the age of 18? Y/N
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1. _____

2. _____

3. _____

Are there any hazardous product(s) that may be harmful to life or safety on the Premises? YES ___ NO ___

Their normal location in building:

If yes attach Material Safety Data Sheets (MSDS Forms). These will be forwarded to the Fire Department.

Any **FOREIGN CORPORATION** must submit Certificate of Authority from Indiana Secretary of State.

Describe how the solid waste will be managed, including reduction, reuse and recycle steps. If a business has no convenient way to recycle, a statement to that effect shall be sufficient in the application. _____

Nature of this business. (See back of page for codes.) _____

Signature of Applicant

License fee before March 1st: \$25.00

License fee on or after March 1st: \$50.00

OFFICE USE ONLY

Fee: _____

Receipt #: _____

Recd by: _____

Date: _____

Form approved by the Office of Clerk Treasurer
pursuant to Section § 110.03 (Oct 2007).

Business license authority:

Sections 110.01-110.16 of the Highland Municipal
Code and IC 36-8-2-10.

BUSINESS LICENSE CLASSIFICATIONS (November 1, 2007)

1. Construction and building trades and services (general contractors, HVAC, masonry, metal work, concrete, carpentry, electrical, excavating, landscaping, etc.)
2. Eating and drinking establishments (restaurants, bars, and taverns)
3. Arts, entertainment and leisure (bowling, movie theaters, fun centers, etc.)
4. Financial, administrative, and professional services (banks, stock and bond brokerage, mortgage bankers, lawyers, accountants, insurance sales, engineers, real estate, etc.)
5. Health services (doctors, clinics, physical therapists, etc.)
6. Hotels and motels
7. Manufacturing
8. Passenger transportation and travel
9. Personal services (beauty salons, barbers, spas, tanning salons, etc.)
10. Public, educational, and social services (VFW, schools, library, churches, etc.)
11. Repair and maintenance services
12. Retail, apparel
13. Retail, auto
14. Retail, building, lumber, and hardware
15. Retail, clothing
16. Retail, food
17. Retail, furniture
18. Retail, general merchandise
19. Retail, other
20. Trucking, shipping and freight storage and transit
21. Wholesale Trade (merchant wholesalers, durable and nondurable goods)
22. Other services _____
23. Miscellaneous _____